

## **IMPORTANT CHANGE IN REQUESTING SUMMONS(ES)**

Effective February 14, 2011, counsel will no longer request summons in paper form. Counsel will request that a summons be issued using the event Request to Issue Summons under the Service of Process group in CM/ECF. The Clerk's Office will issue the summons and counsel will receive a Notice of Electronic Filing (NEF) with the summons attached in pdf format. Upon receiving the NEF, counsel for plaintiff or removing defendant shall be responsible for serving the summons and complaint on all parties to the action in accordance with Fed R. Civ. P. 4.

This new procedure does not affect the following types of civil cases: pro se and prisoner cases.

Robin D. Tabora, Clerk